

***CONSOLIDATED
REGISTRATION
INFORMATION
FOR
BUSINESS***



FORMS REQUEST

Cathy Cox, Secretary of State
First Stop Business Information Center
315 West Tower
2 Martin Luther King, Jr., Drive
Atlanta, GA 30334

404-656-7061
(Outside of Metro Atlanta area: 1-800-656-4558)
TTY Communications: 404-657-2392

BUSINESS REGISTRATION FORM REQUEST
OFFICE OF THE SECRETARY OF STATE
CORPORATIONS DIVISION
SECURITIES DIVISION (FILINGS & REGULATION)
Cathy Cox, Secretary of State
www.sos.state.ga.us

Most organizations, when transacting business in the state of Georgia, have a filing obligation with the Secretary of State. Georgia corporations, limited liability companies and limited partnerships must file formation documents with the Secretary of State. Corporations, limited liability companies, limited partnerships, or limited liability partnerships formed outside the state of Georgia must be registered with the Secretary of State before transacting business in Georgia or before obtaining any license or permit issued under Georgia law. Any organization that has adopted a trademark or service mark may register that trademark with the Secretary of State.

UNIFORM COMMERICAL CODE FILINGS ARE FILED WITH THE CLERK OF SUPERIOR COURT IN THE APPROPRIATE COUNTY AND ARE SUBMITTED TO THE SECRETARY OF STATE.

In addition to general registrations, some businesses or individuals employed by a business require licenses to perform specialized or regulated activities. The Secretary of State, through the office of Securities & Business Regulation division, issues licenses or otherwise regulates entities which include: Securities Dealers and Sales Representatives, Issuers of Securities, Investment Advisors, Charitable Organizations and Solicitors, and Perpetual Care Cemeteries.

(The Office of Secretary of State through the Examining Boards Division also handles various professional and occupational licensing and registrations. A separate form for requesting this information appears elsewhere in this booklet.)

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following: (Mark which apply)		*May be accessed immediately at Corporations website, www.sos.state.ga.us/corporations
<input type="checkbox"/>	Filing procedure Georgia Corporation*	
<input type="checkbox"/>	Filing procedure for Georgia limited liability company*	
<input type="checkbox"/>	Filing procedure for Georgia limited partnership*	
<input type="checkbox"/>	Application for certificate of authority for corporation formed in another state or country*	
<input type="checkbox"/>	Application for certificate of authority for limited partnership formed in another state or country*	
<input type="checkbox"/>	Application for certificate of authority for limited liability company formed in another state or country*	
<input type="checkbox"/>	Application to register a trademark or service mark that is used in Georgia*	
<input type="checkbox"/>	Charitable Solicitation or Professional Fund Raiser registration required for organizations to solicit funds	
<input type="checkbox"/>	Investment advisor registration (firms)	

Mail the previous page to:

**Cathy Cox
Secretary of State
First Stop Business Information Center
Suite 315 – West Tower
2 Martin Luther King, Jr., Drive
Atlanta, GA 30334**

PROFESSIONAL & OCCUPATIONAL LICENSING FORMS REQUEST

OFFICE OF THE SECRETARY OF STATE STATE EXAMING BOARDS DIVISION

Cathy Cox, Secretary of State

www.sos.state.ga.us

The Office of Secretary of State provides administrative assistance to over thirty-five licensing and regulatory boards. These boards are responsible for the professional licensing of over seventy different professions or occupations. Each of these boards has been established by the General Assembly to regulate the professional activities and the quality of service provided by the license holder.

Each of these professions will have different licensing and testing requirements

Beneath the line is a list of the professions, occupations and trades licensed by the various boards. Use this postcard to request the proper licensing or registration forms for your business and/or employees.

Detach at line

Name of Individual Requesting Forms			Date		
Business Name			Telephone Number		
Mailing Address			Toll Free Number		
City	State	Zip Code	Fax Number		

I would like information on the following

Accountants	Architects	Athletic Trainers	Auctioneers	Barbers	Chiropractors	Conditioned Air Contractors
Electrical Contractors	Low Voltage Contractors	Plumbing Contractors	Utility Contractors	Cosmetology	Dietitians	Dentists Hygienists
Land Surveyors	Foresters	Funeral Directors	Geologists	Hearing Aid Dealers	Landscape Architects	Medical Doctors
Professional Engineers	Registered Nurse	Nursing Home Administrators	Occupational Therapy	Dispensing Opticians	Optometry	Pharmacists
Physical Therapists	Podiatrists	Licensed Practical Nurses	Private Detectives	Security Guards and Companies	Psychologists	Veterinary Medicine
Speech Language Pathology and Audiology	Used Car and Car Parts Dealers	Professional Counselors	Marriage & Family Therapists	Social Workers	Librarians	

Mail previous page to:

**Cathy Cox
Secretary of State
State Examining Boards Division
166 Pryor Street, SW
Atlanta, GA 30303**

Georgia
Department of Community Affairs
Office of Business & Economic Assistance
Jim Higdon, Commissioner
www.dca.state.ga.us

The Department of Community Affairs (DCA) was created in 1977 by the General Assembly to improve Georgians' quality of life by enhancing the effectiveness of local governments and maintaining the positive relationship between the state government and the 700 plus local governments in Georgia.

DCA serves as an advocate for local governments and provides planning, technical and financial assistance to help local officials meet the challenging community and economic development needs of the future. DCA also serves local governments in matters of social, economic, human and intergovernmental relations, as well as providing mediation, consultation, and research.

The primary function of the Department's Office of Economic Development has been to provide local governments and businesses with technical assistance whenever possible and to assist, through various local government programs, with eligible projects. The project may be the locations of a new business, or an existing business expansion, ranging in need from public infrastructure to direct business loans from the local government for land, building, equipment and / or appurtenances.

You may contact the office at (404) 679-1589 or return the attached postcard

Detach at line _____

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following: (Circle which apply)

<input type="checkbox"/> Economic Development Finance Packet (EDF)
<input type="checkbox"/> Employment Incentive Program (EIP)
<input type="checkbox"/> Local Government Revolving Loan Funds (RLF)
<input type="checkbox"/> Incentive Loans for Industry (ILFI)
Other _____

<input type="checkbox"/> Georgia Appalachian Region Business Development RLF (ARC)
<input type="checkbox"/> Job Tax Credit – BEST
<input type="checkbox"/> Export Finance Assistance For Georgia Companies (GEFF)
<input type="checkbox"/> Business Expansion & Retention Program (BREP)

Mail the previous page to:

**Department of Community Affairs
Office of Business & Economic Assistance
Suite 250
60 Executive Park South, NE
Atlanta, GA 30329-2231**

Governor's Office of Consumer Affairs
Barry W. Reid, Administrator
www2.state.ga.us/gaoca

In Georgia, the Governor's Office of Consumer Affairs administers and enforces the state's primary consumer protection stature, the **Fair Business Practices Act**, several related laws. These laws are designed to create a level playing field in the marketplace and to eliminate anti-competitive practices. The laws also protect consumers and legitimate business enterprises from unfair deceptive practices in the conduct of any trade or commerce in the state of Georgia.

The Governor's Office of Consumer Affairs is available to answer your questions regarding the consumer protection laws we enforce in Georgia and how they relate to your particular business. Please feel free to contact this office by phone if you have any questions or if we can be of service to you in any way.

Georgia Toll Free Number (outside metro Atlanta area) 1-800-869-1123

Local Number 404-656-3790

FAX 404-651-9018

You can receive additional information about the laws we enforce, and the services we provide, by returning the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Georgia Fair Business Practices Act
- ☐ "Sale of Business Opportunities and Multilevel Distribution Companies"
- ☐ "Deceptive Advertising"
- ☐ Other _____

Mail the previous page to:

**Barry W. Reid, Administrator
Governor's Office of Consumer Affairs
Plaza Level, Suite 356 – East Tower
2 Martin Luther King, Jr., Drive
Atlanta, GA 30334-4600**

U. S. Small Business Administration Georgia District Office

The U. S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, and protect the interests of small business concerns, to provide free competitive enterprise, and to maintain the strength of the overall economy of our nation.

SBA is dedicated to providing quality customer-oriented, full service programs and accurate, timely information to the entrepreneurial community. The Atlanta District Office of SBA and its resource partners, the Service Corps of Retired Executives (SCORE) and the Small Business Development Centers (SBDC), provide a variety of services for the entrepreneur at locations throughout the state of Georgia.

Access to information on the services provided by the U. S. Small Business Administration is available in a variety of ways. You may contact us by telephone – using the nation wide toll free number, or electronically through the Internet.

1-800-8-ASK-SBA (1-800-827-5722)

Internet: www.sbaonline.sba.gov

You can also receive additional information on the services we provide by returning the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Financial Assistance
- ☐ Business Counseling and Training
- ☐ Surety Bond Programs
- ☐ Governmental Contracting
- ☐ Minority Enterprise Development
- ☐ Advocacy
- ☐ Other _____

Mail the previous page to:

**U. S. Small Business Administration
Suite 600
1720 Peachtree Road, NW
Atlanta, GA 30309**

Georgia Department of Labor

Michael Thurmond, Commissioner

www.dol.state.ga.us

The Georgia Department of Labor provides consultation to business and industry considering expansion in or relocation to Georgia. As part of Georgia's economic development team, the department's Economic Development and Employer Relations (ED&ER) Office participates in projects throughout the state, develops labor force advisories and makes presentations to expanding and prospective companies. These presentations include issues such as labor laws, work force availability, prevailing wages, unemployment insurance, unionization, benefits packages, employment services and other labor issues.

The Department supports the economic development efforts of organizations such as local development authorities, chambers of commerce, public utilities and agencies of state government. ED&ER staff are active in organizations which promote the economic well-being of the state, such as Georgia Legacy, Georgia Economic Developers Association, Georgia BEST, Leadership Georgia, Metropolitan Atlanta Chamber of Commerce and Georgia Press Educational Foundation Inc.

The Department can provide you with information useful in the formation and operation of your business enterprise in Georgia. For detailed information, please return the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following: (Mark which apply)

- ☐ "The Employer Handbook"
- ☐ Georgia Labor Laws
- ☐ Labor Market Trends
- ☐ Georgia Wage Survey
- ☐ "Unemployment Insurance Tax Information for First Time Filers and Refilers"
- ☐ "Unemployment Insurance Tax – General Information"

☐ Child Labor Laws

☐ Other _____

Mail previous page to:

**Georgia Department of Labor
Economic Development and Employer Relations Office
Suite 230 – Sussex Place
148 International Boulevard, NE
Atlanta, GA 30303-1751**

U. S. Department of Labor
Occupational Safety and Health Administration (OSHA)

Georgia defers to the federal government for the promulgation and enforcement of occupational safety and health regulations. The federal agency that administers this act is the Occupational Safety and Health Administration. Some of the OSHA requirements include posting specific notices to employees and keeping accurate records of all job-related injuries.

The Occupational Safety and Health Administration has an office in Atlanta. (**Their number is 404-562-2300.**) If you are interested in learning more about OSHA requirements, this office will be able to answer your questions as well as send you some helpful OSHA – related publications at no charge. Some publications you may wish to request are listed below.

To receive this information, please check the appropriate boxes on the attached postcard and mail it to OSHA.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Job Safety and Health Poster (Publication #2203)
- ☐ OSHA Publication and Audiovisual Programs (Publication #2019)
- ☐ OSHA Help for New Businesses (Factsheet #94-43)
- ☐ OSHA Employee Workplace Rights and Responsibilities (Factsheet #93-35)
- ☐ OSHA Record Keeping Forms
- ☐ Other _____

Mail previous page to:

**U. S. Department of Labor
OSHA
61 Forsyth Street
Room 6T50
Atlanta, GA 30303**

Georgia Department of Revenue

State Tax Application Forms

The Georgia Department of Revenue has consolidated many of its registration services. It is now possible for new business owners to complete the necessary tax registration forms without unnecessary delays. Different types of businesses operated in Georgia will incur different tax obligations. The Department of Revenue has developed a “***Centralized Taxpayer Registration Unit***” to serve the diverse business community in Georgia. To receive the necessary tax registration forms fill out and return the attached postcard to the Georgia Department of Revenue.

Access to information on the services provided by the Georgia Department of Revenue is available in a number of ways. You can contact us by calling either of the two numbers, looking us up on the Internet, or by returning the attached postcard.

Sales Tax Forms.....404-656-4238
Registration404-651-8651
www2.state.ga.us/departments/dor

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Centralized State Tax Registration Application Kit
- ☐ “ A Tax Guide for Georgia Citizens” (Booklet)
- ☐ International Fuel Tax Agreement and Tanker Truck Permit Application (Form CRR – IFTA)
- ☐ Motor Fuel Distribution Tax (Form CRF – 007)
- ☐ Tobacco License Application (Form CRF – 008)
- ☐ Alcohol License Application (Form CRF – 009)
- ☐ Amusement Application (Form CRF – 013)
- ☐ Other _____

Mail previous page to:

**Department of Revenue
Centralized Taxpayer Registration Unit
Post Office Box 38027
Atlanta, GA 30374-0001**

United States
Department of the Treasury
Internal Revenue Service
Forms Request
www.irs.ustreas.gov

A new business venture, in almost every instance, will require an **“Employer Identification Number” (EIN)** issued by the Internal Revenue Service. In most instances this is the first application you, as a new business owner, should complete. You will be required to list your employer identification number on many of the subsequent applications you complete in the opening of your business.

An EIN application form (**SS-4**) can be mailed to you by calling the Internal Revenue Service at **1-800-829-3676** or via computer by accessing the IRS Home Page at www.irs.ustreas.gov. After you have completed the Form SS-4 you may secure an EIN by mail or phone. The mailing address and Tele-TIN access telephone numbers are listed on the form.

The Internal Revenue Service offers a wide range of educational programs to assist business owners. Information can be obtained by returning the postcard attached to this page or by accessing the IRS Home Page or by calling toll-free **1-800-829-1040**. For a listing of tax information workshops, you may contact the IRS Georgia District Taxpayer Education Office at (404) 338-8670 or by E-mail at catherine.harvey2m1.irs.gov.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- | | | | |
|---|-------------|-------------|---------------|
| <input type="checkbox"/> Small Business Tax Education Program Interest Form | | | |
| Sole Proprietorship | Partnership | Corporation | S-Corporation |
| <input type="checkbox"/> SMALL BUSINESS TAX EDUCATION PROGRAM (STEP) | | | |
| <input type="checkbox"/> I would like my name forwarded to a “STEP” sponsoring organization | | | |
| <input type="checkbox"/> Other _____ | | | |

Mail previous page to:

**Internal Revenue Service
Peachtree Summit Building
Room 1502 – Stop 902D
401 West Peachtree Street, NW
Atlanta, GA 30365**

**Georgia Department of Industry,
Trade & Tourism**
Randolph Cardoza, Commissioner
www.itt.state.ga.us

The Georgia Department of Industry, Trade & Tourism is Georgia's official state agency for developing new jobs and creating capital investment. The Department carries out this mission by encouraging business investment, expansion and existing industry, locating new international markets for Georgia products and services, promoting tourism and promoting the state as a location for film & videotape projects.

The following are services applicable to small business:

INTERNATIONAL TRADE: The International Trade Division offers services tailored to meet the specific needs of Georgia manufactures and professional service provides committed to increasing profits through export sales, joint ventures and licensing agreements with overseas companies. The Trade Division's range of services include: organizing and providing logistical and marketing assistance for targeted trade shows, trade missions and catalog shows; planning and developing trade education programs; providing research assistance on trade related questions and providing assistance in obtaining financing for export transactions.

The International Trade Division is partner in the U. S. Export Assistance Center (USEAC) in Atlanta. The USEAC serves as a one-stop-shop for export assistance, combining all federal and state resources under one roof.

TOURISM: Division promotes the state of Georgia as a tourism destination. The Division organizes special promotions for travel writers and motor coach operators and develops an advertising and marketing plan which includes media relations, hospitality training, Stay & See Georgia, tourism impact studies and support of promotional activities in our overseas offices. The Division also administers programs to promote Georgia's attraction through eleven visitor centers and nine regional representatives located throughout the state.

Phone: (404) 656-3534

Fax: (404) 656-3567

E-Mail: trade@itt.state.ga.us

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Georgia International Facility Directory
- ☐ Georgia Manufacturing Wage Survey
- ☐ Georgia On My Mind (Tourism Destination Guide)
- ☐ Basics of Exporting Kit
- ☐ Services of the U. S. Export Assistance Center
- ☐ Services of the International Trade Division
- ☐ Other _____

Mail the previous page to:

**Georgia Department of Industry, Trade & Tourism
Post Office Box 1776
Atlanta, GA 30301-1776**

University of Georgia Business Outreach Services Small Business Development Centers

The University of Georgia Business Outreach Services, through its Small Business Development Center Program helps build businesses in Georgia. Recent studies show significant revenue and job growth after just one year of help from the SBDC.

The SBDC is an innovative, university-based service effort whose professional consultants provide management and the technical assistance to business owners and prospective entrepreneurs. Consultants regularly visit and assist companies on-site.

The SBDC provides a variety of consulting, continuing education, and research services for growing companies and start-ups. Help for mature enterprise ranges from creating marketing strategies to identifying sources of capital. Prospective business owners receive help from first developing a business plan to opening the doors of a new enterprise. Special activities are also targeted toward minority-owned businesses, women-owned businesses, veterans and rural economic development.

Whether an established or a beginning enterprise, the SBDC can help you gain an advantage in building your business. For additional information on the services provided by the SBDC, please return the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ "Giving Georgia's Businesses the ADVANTAGE" (Brochure)
- ☐ "Business Training Schedule" Calendar of future seminars
- ☐ "Georgia 100" Geographic Information System
- ☐ Contact Information for the Nearest Small Business Development Center
- ☐ Other _____

Mail previous page to:

**The University of Georgia Business Outreach Services
Small Business Development Center
Chicopee Complex
1180 East Board Street
Athens, GA 30602-5412**

United States
Export Assistance Center
“Opening the Door to Worldwide Opportunities for U. S. Exporters”

The U. S. Export Assistance Center, with locations in Atlanta and Savannah, provides comprehensive export marketing and export finance assistance for the State and Federal governments. Assistance available includes: how-to-export information; contacts in target markets; opportunities to meet potential customers; payment and finance programs; and technical and standards assistance. An extensive international trade resource center in Atlanta is also available by appointment.

Atlanta

Telephone: 404-657-1900

Fax: 404-657-1960

E-mail: trade@georgia.org or office.atlanta@mail.doc.gov

Web: www.georgia.org

Savannah

Telephone: 912-652-4061

Fax: 912-652-4341

E-mail: office.savannah@mail.doc.gov or barbara.pieto@mail.doc.gov

Or you may return the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Basic Export Information (Resource Center, How-to-Export, upcoming seminars)
- ☐ Export Marketing Assistance (identifying target markets and key contacts abroad)
- ☐ Export Finance Assistance (working capital guarantees, export credit insurance)
- ☐ Other _____

Mail previous page to:

**U. S. Export Assistance Center
Marquis Two Tower – Suite 200
285 Peachtree Center Avenue, NE
Atlanta, GA 30303-1229**

Georgia Department of Insurance

John Oxendine, Commissioner

www.inscomm.state.ga.us

In today's complex business environment insurance decisions may have as much to do with the success or failure of a business as management skills or technical expertise.

Many business owners and managers feel intimidated by insurance terminology and are confused by the scope and variety of insurance products offered to them. While this process is eased by choosing insurance agents brokers, and companies that you trust and feel comfortable dealing with, a little additional knowledge could benefit your business greatly.

The Insurance Department has developed a "plain language" brochure that will help you understand the special language of insurance and a survey form you can use to help determine your business and personal insurance needs.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

☐ Please send me a copy of your brochure "The Business Guide to Insurance."

☐ Other _____

Mail previous page to:

**John W. Oxendine
Commissioner of Insurance
Seventh Floor – West Tower
2 Martin Luther King, Jr., Drive
Atlanta, GA 30334**

U. S. General Services Administration

Region 4 (Georgia) Office

As the government's purchasing agent, the General Services Administration (GSA) buys more than \$10 billion a year in goods and services. Because we buy so much – and use taxpayer dollars – GSA has a special responsibility to obtain the best quality and value possible for money spent.

If you have a product or service to sell, it's probably something that the General Services Administration buys. Each year GSA -- the Federal government's purchasing agent, real estate developer, telecommunications manager, and computer overseers -- contracts for approximately \$10 billion worth of goods and services. Because it must provide the workplace, supplies, equipment, and support that other agencies need to do their job, GSA is one of the federal government's biggest buyers.

GSA also must make sure that a fair share of GSA contracts goes to small businesses, including minority, small-disadvantaged, and women-owned firms. This is not only the right to do; it is also good for economic growth, since small business generate the majority of new jobs.

Access to information on the services provided by the U. S. General Services Administration is available in a variety of ways. You may contact us by telephone **(404-331-5103)** or you can return the attached postcard.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Doing Business with GSA (Booklet)
- ☐ Application for bidder Mailing List – Service & Supplies
- ☐ Region 4 Procurement Directory
- ☐ New Item Introductory Program
- ☐ "Selling to the U. S. Government" catalog of publications
- ☐ "Breakfast Networking Meeting"
- ☐ Commerce Business Daily (Sample copy newspaper)
- ☐ Other _____

Mail previous page to:

**U. S. General Services Administration
Office of Enterprise Development (4AE)
Suite 302
401 West Peachtree Street
Atlanta, GA 30365-2550**

Georgia Department of Administrative Services

www.doas.state.ga.us

The Department of Administrative Services (DOAS) Office of Small & Minority Business is committed to the success of all businesses in the state of Georgia with special emphasis to assist the small and minority businesses. Access to the information and services provided by our agency is available in a number of ways. You can contact us by calling either of the two numbers listed below, or by returning the attached postcard, or emailing us at cdlee@doas.state.ga.us.

Metro Atlanta 404-656-6315

Outside the Metro Atlanta Area 1-800-495-0053

The DOAS Office of Small & Minority Business believes that all vendors should have equal access to the state purchasing system through competition in a free, independent and open environment. The Office of Small & Minority Business ensures that vendors receive the added assistance they need. This office is at your service to provide advice, counsel and instruction on conducting business with the state.

Detach at line

Name of Individual Requesting Forms			Date
Business Name			Telephone Number
Mailing Address			Toll Free Number
City	State	Zip Code	Fax Number

I would like information on the following:

- ☐ Monthly Seminars Offered on How to Do Business with the State of Georgia
- ☐ State Bid List Application
- ☐ State Agency Minority Business Coordination
- ☐ Yellow Pages for Small and Minority Business Assistance
- ☐ State Purchasing Agents
- ☐ State Agency Procurement Officers Directory
- ☐ Other _____

Mail previous page to:

**Department of Administrative Services
Small & Minority Business Program
Suite 1304
2 Martin Luther King, Jr., Drive
Atlanta, GA 30334**

Fact Sheet

Georgia New Hire Reporting Program

The new hire law provides:

- More financial support for children
- Flexible reporting for employers
- Savings for taxpayers

Who must report?

Employers of labor organizations doing business in the state of Georgia shall report the hiring of any person who resides or works in Georgia to whom the employer anticipates paying earnings. Employers must also report rehires or the return to work of an employee who has been laid off, furloughed, separated, granted a leave without pay, or terminated from employment.

What information must be reported?

- Employee's full name
- Employee's address
- Employee's Social Security Number
- Medical insurance coverage availability
- Employee's date of birth (indicate four digit year)
- Employee's date of hire (indicate four digit year)
- Employee's state of hire
- Employer's name (please use corporate name)
- Employer's address
- Employer's telephone number
- Employer's Federal Employer Identification Number (Please note: without the FEIN, reports cannot be processed)
- Multi-state Employer (if applicable) see below

How often must employers report?

Georgia law requires employers to submit new hire information within *ten (10)* days of the date of hire.

How can employers report?

- **Diskette.** Data specifications are included in this packet.
- **Magnetic Tape.** Data specifications are included in this packet.
- **Electronic file transfer.** Data specifications for your file are included in this packet. Call us and we will explain the procedure to dial-in and deposit your file.
- **Printed List.** Fax or mail a printed list with the required information.
- **New Hire Form.** Fax or mail the completed form to us. The New Hire Form is included in this packet.
- **Payroll Service.** If you use a payroll service or accounting service, consider asking the service to report your new hires for you. Many payroll services are already doing this in other states.
- **W-4 Form.** After a new hire completes this federal form, **fill in the required employer information on lines 8 and 10.** Fax or mail a copy of the W-4 form to us.
- **Internet.** Employers can access and report information on the Internet at www.ga-newhire.com
- **Formatted Diskette.** By using a formatted diskette, the employer will simply enter all their new hires into our simple program and either electronically mail the file to our Internet site or dial into our system and deposit the file. Of course, the employer can also send the file by mail. Call us and we will send you the formatted diskette.

Multi-state Employers:

If you are a multi-state employer, you may report newly hired employees to the state in which they are working or you may select one state to which to report all new hires. If one state is chosen, your new hire **reports must be submitted electronically or by magnetic tape or diskette.** Two monthly electronic or tape transmissions must be made which are not less than 12 days nor more than 16 days apart. Please inform the U. S. Secretary of Health and Human Services of your decision.

Where to send reports:

The Georgia New Hire Reporting Program
Post Office Box 38480
Atlanta, GA 30334-0480
Fax reports to: 1-888-541-0521 and 404-525-2983

Do not hesitate to call The Georgia New Hire Reporting Program at 1-888-541-0469 or 404-252-2985 for any questions regarding the new hire law or visit our website at: www.ga-newhire.com. Our telephone system can help you 24 hours a day, seven days a week. Our help desk staff are available Monday through Friday, 8:00am – 5:pm.

(Go to the next page for a copy of the Employer New Hire Reporting Form)

Georgia New Hire Reporting Form

Send Completed Form to: **Georgia New Hire Reporting Program** Fax form to: **1-888-541-0521**
Post Office Box 38480 Or 404-525-2983
Atlanta, GA 30334-0480 For more information: 1-888-541-0469
Or 404-525-2985

EMPLOYER INFORMATION

Federal Employer Identification Number _____

Employer Name _____

Address _____

City/State/Zip Code _____

Contact Phone/Name _____

Medical Insurance Coverage Available? Y _____ or N _____

Employer Address for Income Deduction Orders

Address _____

City/State/Zip Code _____

Contact Phone/Name _____

EMPLOYEE INFORMATION

Social Security Number _____ - _____ - _____

Employee Name _____

Employee Address _____

City/State/Zip Code _____

State of Hire _____ **Date of Hire** _____ **Date of Birth** _____ (please use four digit year)

Georgia Department of Agriculture

Tommy Irvin, Commissioner

www.agr.state.ga.us

Founded in 1874, the Georgia Department of Agriculture was the first agency of its kind in the nation, and since that time, the Department's responsibilities have evolved to include not only production and marketing of agriculture commodities, but also food inspection, safety and quality control for a variety of products important to Georgia consumers.

In addition to its original mission, today, the Department is primarily a regulatory and enforcement agency. We are charged with a wide range of responsibilities, from ensuring the safety of Georgia's food supply to overseeing the quality of motor fuel and pesticides, as well as agricultural inputs from seed to fertilizer. The Department of Agriculture also works to foster the success of our many agricultural commodities through strong marketing and education programs, locally, national and on an international level.

We, at the Department of Agriculture, take our responsibilities very seriously and are committed to providing superior agricultural products and continuing Georgia's agricultural leadership in the 21st century. Please feel free to contact us by calling statewide toll free Ag Consumer Line at **1-800-282-5852** or in Atlanta at **404-656-3645** for additional information about a specific area we regulate. The many licenses issued by the Department are outlined below.

GEORGIA DEPARTMENT OF AGRICULTURE

1-800282-5852 (statewide) or 404-656-3645 (Atlanta)

Animal Industry Division

Meat Inspection

Abattoir & Meat Processing Plant License
Abattoir Only License
Horse Slaughtering Plant License
Meat Processing Plant Only License
Rendering Plant License

Animal Protection/Licensing &

Bonding

Animal Shelter License
Biological Permits
Bird Dealer
Kennel License
Livestock Dealer License
Livestock Sales Establishment License
Pet Dealer License
Poultry Biological Regulation – (Certificate of Compliance)
Poultry Dealer License
Poultry Sales Establishment License

Consumer Protection Field Forces

Bedding Articles – Certificate of Regulation (Manufacture)
Bedding Articles – Certificate of Registration (Renovator)
Egg Dealer
Chandler's Certificate
Food Processing
Food Sales Establishment
Mobile Food Sales
Soft Drink and /or Soft Drink Syrup Manufacturer, Bottler or Distributor License
Wholesale Fish Dealers License

Dairy Program

Grade "A" Dairy Plant License
Dairy Manufacturers License
Milk and Cream Tester's Permit
Milk and Cream Broker's Permit
Permanent Permit to Operate a Substation
Permanent Permit to Ship Milk Powder in to the State

Fuel and Measures Division

Antifreeze Registration Certificate
Carry-over Tobacco Storage License
Certified Public Weighers License
Certified Scale & L. P. Gas
Repairman Certificate
Gasoline Service Station Registration Certificate
Pesticides Contractor License
Restricted Use Pesticide Dealer License

Grain Dealer License
Moisture Meter Operator License
Moisture Meter Registration Certificate
Non-Auction Tobacco Dealer License
Warehouse License (Grain, Cotton, Tobacco, & Misc.)

Marketing Division

Dealer in Ag Products License
License to Sell on State Farmers' Markets (Major Markets Only)
Vidalia Onion Registration

Plant Industry Division

Pesticides/Plant Protection/Seed
Ag Liming Materials Registration
Application for Registration of Plant Food (Over 10lbs.)
Application for Registration of Plant Food (10lbs. or less)
Commercial Feed Registration
Commercial Feed License
Lime Registration License
Soil Amendment Registration
Application
Apiary License
Bee Certificate
Commercial Pesticide Applicator License
GA Seed Dealer's License
Nurseryman & Nursery Dealer License
Private Pesticide Applicator License
Treated Timber Dealer License
Treated Timber Processor License
Nursery Certificate
Product Registrations

“Web Sites with Advice for Small Business”

1. **Enteprenet** The Enterprise Corporation of Pittsburgh is a non-profit management and consulting organization working with new and emerging businesses. Their site offers entrepreneurs all across the country a resource of valuable and tested information. (www.enterprise.org)
2. **The Small Business Resource Center** This is a compilation of useful information for entrepreneurs everywhere, including free reports on choosing, starting and running a small business and a complete on-line catalog of books, tapes and courses to give you a competitive advantage. (www.webcom.com/seaquest/sbrc)
3. **Scor-Net** The Small Corporate offering Registration Network features service providers who are knowledgeable about the process and structure of raising capital for small business, including Direct Public Offerings (DPOs) through their virtual Direct Public Market Space. (www.scor-net.com)
4. **Wilson Web** Do you already have or are you thinking about a web site for your small business? STOP! First Visit Dr. Ralph Wilson’s small business marketing information site for solid, free and valuable ideas. (www.wilsonweb.com)
5. **Let’s Talk Business Network** Hosts the only syndicated on-line Real Audio radio program focused on entrepreneurship, small business and franchising. The site is a mentoring haven, including interviews with successful entrepreneurs and top resources. (www.ltbn.com)
6. **PO Writer** From American Tech, leading publisher of PC and LAN based purchasing software, with modules for inventory control, accounts payable, FDI and requisitioning – all a must for today’s hi-tech small-business owner. (www.purchasingnet.com)
7. **Franchise Handbook On Line** A comprehensive franchise directory devoted to bringing useful information about franchising opportunities and franchise companies. Check out their up-to-the-minute franchise news, information on-line articles and checklists of evaluating franchise offerings. Plus, complete listings and an open message board. (www.franchise1.com)
8. **Export USA** If you are in the business of exporting products (or want to be) you need this resource! Considered the “bible” of U. S. exporting for the past nine years, John R. Jegoe’s export manual and site information is a must. (www.exportusa.com)

You can also direct your own search for information on the web. There are several user-friendly independent web-based search engines that are available. Go to www.altavista.com, or www.yahoo.com, or www.excite.com and just follow the directions to find any information you need for your business idea.

Questions?

Agency Addresses & Phone Number...

Secretary of State Web Site: www.sos.state.ga.us

Secretary of State 1 st Stop Business Information Center 315 West Tower 2 Martin Luther King, Jr., Drive Atlanta, GA 30334 800-656-4558 404-656-7061	Secretary of State's Office Corporations 404-656-2817 Licensing Boards 404-656-3900 Securities 404-656-2894 Trademarks 404-656-2861	United State Internal Revenue Service Peachtree Summit Building Room 526-Stop 902D 401 West Peachtree Street, NW Atlanta, GA 30309 800-829-3676 (Form SS-4) 770-455-2360
Department of Administrative Services Small & Minority Business Office Suite 1304 –West Tower 2 Martin Luther King, Jr., Drive Atlanta, GA 30334 404-656-6315 800-495-0053	GA Department of Revenue Centralized Taxpayer Registration Unit P. O. Box 740001 Atlanta, GA 30334-0001 Registration – 404-651-8651	U. S. Small Business Administration Suite 600 1720 Peachtree Road, NW Atlanta, GA 30309 800-8-ASK-SBA (800-827-5722)
Department of Agriculture Agriculture Building –Capitol Square 19 Martin Luther King, Jr., Drive Atlanta, GA 30334 800-869-1150 404-657-9358	Insurance Department Seventh Floor – West Tower 2 Martin Luther King, Jr., Drive Atlanta, GA 30334 404-656-2056	Office of Consumer Affairs Suite 356 – East Tower 2 Martin Luther King, Jr., Drive Atlanta, GA 30334 800-869-1123 404-656-3790
Department of Human Resources Room 522 47 Trinity Avenue, SW Atlanta, GA 30334 800-869-1150 404-657-9358	Georgia Department of Industry, Trade & Tourism Post Office Box 1776 Atlanta, GA 30303-1776 404-657-3534	Georgia Department of Labor Economic Development Suite 265 – Sussex Place 148 International Boulevard Atlanta, GA 30303-1751 404-656-2328
University of Georgia Small Business Development Center Chicopee Complex 1180 East Board Street Athens, GA 30602-5412 706-542-6762	U. S. Department of Labor (OSHA) Suite 587 1375 Peachtree Street, NE Atlanta, GA 30367 404-347-3573	State Board of Worker's Compensation Suite 1000 – South Tower One CNN Tower Atlanta, GA 30303-2705 800-533-0682 404-656-3875
Secretary of State's Office South Georgia Regional Office Located at 238 East Second Street, Tifton, Georgia 31794. This office provides complete corporate filing services conveniently in south Georgia. Representing all of the agencies of the Secretary of State	Secretary of State's Office South Georgia Regional Office Post Office Box 983 Tifton, GA 31793 Phone – 912-391-3732 Fax – 912-391-3734	